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The University of
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NEWS RELEASE

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UM OFFERS CERTIFICATION WORKSHOPS IN MICROSOFT SOFTWARE

MISSOULA--

The University of Montana's Workforce Development Center has scheduled two series of one-day workshops on the Microsoft Office family of products to give users the know-how to solve computer software questions and pass a Microsoft exam for certification.

The hands-on sessions of the Microsoft Office User Specialist Program will cover Excel, Word, Access and PowerPoint, with each daylong session geared to one software program at either intermediate or expert level. Participation in an intermediate-level workshop is not a prerequisite for the advanced workshop. People with extensive software knowledge already may skip the training and become certified by passing a Microsoft exam.

Classes will meet from 9 a.m. to 4 p.m. in the James E. Todd Building, located east of the University Center. Space is limited, so early registration is recommended.

Here is the schedule. Note that each class is offered once in September and once in October.

- Intermediate Word -- Tuesday, Sept. 7, and Monday, Oct. 4.
- Expert Word -- Wednesday, Sept. 8, and Tuesday, Oct. 5.
- Intermediate Excel -- Thursday, Sept. 9, and Wednesday, Oct. 6.
- Expert Excel -- Friday, Sept. 10, and Thursday, Oct. 7.

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- Intermediate Access -- Monday, Sept. 13, and Tuesday, Oct. 12.
- Expert Access -- Tuesday, Sept. 14, and Wednesday, Oct. 13.
- Intermediate PowerPoint -- Wednesday, Sept. 15, and Thursday, Oct. 14.
- Expert PowerPoint -- Thursday, Sept. 16, and Friday, Oct. 15.

Training fees range from \$159 for any one day to \$899 for all eight days. Testing costs \$89 per test with no or one day of training and \$79 per test with two or more days of training.

No testing will be offered for Intermediate Access and Intermediate PowerPoint. Fees are payable by check, purchase order or credit card.

For more information, call (406) 243-5617 or send e-mail to kraup@selway.umt.edu.

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